Sri Guru Tegh Bahadur Khalsa College
(University of Delhi)
Delhi – 110007

Ref. No: SGTBKC/NT/2023/01   **Dated** : 2023-01-28.

Online applications are invited from eligible candidates for appointments against the following permanent posts at the College. The detail of the posts, qualifications and experience as prescribed by the University of Delhi are available on the College website **https://sgtbkhalsadu.ac.in** (Public Website of the College) under menu-item "Recruitment."

The online applications for the posts alongwith the prescribed fee will be available on the web-link **https://sgtbkhalsa.online/recr/app_login.php** . The last date for receipt of online applications and payment of prescribed fee is 20.02.2023

S.No	Name of Post	Total Post	UR	SC	ST	OBC	EWS	PwBD	Pay Level	Max Age (in years)
1	Librarian	01	-	-	-	-	-	01 (HI)	Level - 10	35
2	Director, Physical Education	02	02	-	-	-	-	-	Level - 10	35
3	Senior Personal Assistant	01	01	-	-	-	-	-	Level - 07	35
4	Sr. Technical Assistant (Computer)	01	-	-	-	-	-	01 (LV)	Level - 06	30
5	Technical Assistant (Museum)	01	01	-	-	-	-	-	Level - 05	30
6	Assistant	02	02	-	-	-	-	-	Level - 04	30
7	Laboratory Assistant	02	02	-	-	-	-	-	Level - 04	30
8	Laboratory Attendant	40	38	-	-	-	-	02 (LD)/(ID)	Level - 01	30
9	Library Attendant	04	03	-	-	-	-	01 (LV)	Level - 01	30

Abbreviations: UR Unreserved, PwBD-Person with Benchmark Disabilities, (LV) Low Vision, ID- Intellectual Disability, LD- Locomotor Disability including cerebral palsy, leprosy cured, dwarfism acid attack victims and muscular dystrophy; HI -Hearing Impairment.

                                                            Principal

EDUCATIONAL QUALIFICATIONS FOR THE POSTS ADVERTISED

LIBRARIAN: (Pay Level - 10 in terms of 7th CPC)
Essential Qualification
1. A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point-scale, wherever grading system is followed)
2. A consistently good academic record, with knowledge of computerization of a Library
3. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR. (Exemption from NET shall be granted in accordance with the clause (ii) & (iii) of the General Note

DIRECTOR, PHYSICAL EDUCATION: (Pay Level - 10 in terms of 7th CPC)
Eligibility (A or B)
A.
 (i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).

 (ii) Record of having represented the University/ College at the inter-university/ inter- collegiate competitions or the State and/or national championship.

 (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR. (exemption from NET shall be granted in accordance with clause (ii) & (iii) of General Note

 (iv) Passed the physical Fitness Test in accordance with the provisions laid down hereunder

Or

B. An Asian Game or Commonwealth Games medal winner who has a degree at least at Post-Graduation level.

 Physical Fitness Test Norms

 a) Subject to the provisions of these regulations, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.

 b) On production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

Norms for Men			
12 Minutes Run / Walk Test			
Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years
1800 meters	1500 meters	1200 meters	800 meters
Norms for Women			
8 Minutes Run / Walk Test			
Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years
1000 meters	800 meters	600 meters	400 meters

SENIOR PERSONAL ASSISTANT: (Pay Level - 07 in terms of 7th CPC)

Essential Qualification:
1. A Bachelor Degree from a recognized University.
2. At least 3 years of experience working as private Secretary /Personal Assistant/ Stenographer / Executive Assistant / Executive Secretary in a Government Department/ University / Autonomous Bodies / PSUs / Educational Institution recognized by the Government.
3. **Skill Test norms**:
a) Dictation: 10 minutes at an average speed of 100 w.p.m
b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer
c) Computer Proficiency viz. Typing skill word Processing, Spread sheet, Internet E-mail Communication etc.

Desirable:
1. Degree/ Diploma in Computer Application / Science.
2. Diploma in Office Management and Secretarial practice.
3. Knowledge of service rules applicable for Central Government establishments.

SENIOR TECHNICAL ASSISTANT (COMPUTER): (Pay Level - 06 in terms of 7th CPC.)

Essential Qualification:
B.E. / B. Tech in Computer Science /Computer Engineering / Computer Technology / Information Technology /Electronics /Electrical /Electronics & Communications

Or

M.Sc. (Computer Science) or MCA, with 01 year experience in programming and Database management or Network administration in a research / Educational institute or commercial / service industry establishment of repute.

Technical Assistant (Museum): (Pay Level - 05 in terms of 7th CPC.)

Essential Qualification:
Bachelor degree having studied relevant subjects (Botany/Zoology/Life Science or Biotechnology) with 02 years of experience in the relevant field. Or Post Graduate degree in relevant subject (Botany/Zoology/Life Science or Biotechnology) or B.E/B.Tech. in relevant subject (Biotechnology) Or Three year Diploma in relevant subject (Biotechnology) from Government recognized institute having 04 (four) years of work experience in Laboratory related work.

ASSISTANT: (Pay Level - 4 in terms of 7th CPC)

Essential Qualification
A Graduate from a recognized University in any discipline with good working knowledge of computers.

LABORATORY ASSISTANT (Pay Level-4 in terms of 7th CPC)
Should have passed Senior Secondary (10+2) or an equivalent examination with relevant Science Subject
OR
Graduate with relevant subject

LABORATORY ATTENDANT: (Pay Level - 01 in terms of 7th CPC)

Essential Qualification
Should have passed 10 or an equivalent examination with Science Subjects from recognized board.

LIBRARY ATTENDANT: (Pay Level-01 in terms of 7th CPC)

Essential Qualification
1.   Passed 10th or equivalent examination for any State Education Board or Government recognized institution
2.   Certificate in Library Science/Library & Information Science from a recognized institution

Desirable
Computer as a subject at Secondary level or Basic Course in Computer from any institution

GENERAL NOTE:

(i)   The direct recruitment to the posts of Assistant Professors or equivalent grade in the College shall be on the basis of merit through all India advertisement and selection by the duly constituted Selection Committees.

(ii)   The National Eligibility Test (NET) shall be the minimum eligibility for appointment of Assistant Professor.

Provided that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission

(Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor or equivalent in the College.

Provided further that the award of degree to candidates registered for the M.Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professors in the College subject to the fulfillment of the following conditions:

a) The Ph.D. degree of the candidate has been awarded in regular mode only;
b) The Ph.D. thesis has been awarded by at least two external examiners;
c) An open Ph.D. viva voce of the candidate has been conducted;
d) The candidate has published two research papers from her/his Ph.D. work out of which at least one is in a refereed journal;
e) The candidate has presented at least two papers, based on her/his Ph.D. work in conferences/seminars sponsored/ funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the by the Registrar or the Dean (Academic Affairs) of the University concerned.

(iii) The clearing of NET shall not be required for candidates in such disciplines for which NET has not been conducted.

(iv)   A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC) (non-creamy layer)/Differently Abled [Persons with Benchmark Disability PwBD)] in the category of (a) Visual Impairment (VI) including blindness and low vision, and (b) Locomotor Disability (LD) including leprosy cured, dwarfism, acid attack victims and muscular dystrophy. The eligibility of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed), wherever specified, and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

(v)   A relaxation of 5% may be provided (from 55% to 50% of the marks) to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.

(vi)   A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the master's level shall also be considered eligible.

(vii)   The time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing research degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion.

(viii)   The number of candidates to be called for interview for the teaching and equivalent posts in the Colleges, shall be determined after screening of applications in accordance with the guidelines laid down in the Screening guidelines.

(ix)   No person shall be appointed to the post of Assistant Professor or equivalent grade in the College, if such person does not fulfill the requirements as to the qualifications for the appropriate post laid out herein and in the Ordinance XXIV of the Ordinances of the University.

(x)   For those entering the service in the College, other stipulations prescribed by the UGC/University shall be mandatory for all posts.

General Instructions:

1. As per directive of the University of Delhi vide its OM No. Estab.IV/047/2016/01/RR-OM dated 02.12.2016, it has been decided to discontinue interviews for recruitment to all Group 'C', Group 'D' (which are now reclassified Group 'C') posts and for Non-Gazetted posts of Group 'B' category and all such equivalent posts in the light of DOPT OM No. 39020/01/2013-Estt (B)- Part dated 29.12.2015. Accordingly, selection for the above posts shall be based on performance of the candidates in the written test/skill test/practical test etc.

2. The applicants are required to appear in written test / practical test/ skill test to adjudge the basic knowledge as per the requirement of the post

3. All posts shall be filled as per the Recruitment Rules of the University of Delhi. The qualifications and other service conditions shall be such as prescribed by the University of Delhi/UGC from time to time

4. In accordance with the orders issued by the Central Government and adopted by the University, the upper age-limit prescribed for the direct recruitment shall be relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with benchmark disability, Ex-Servicemen and other specified categories

5. The Upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of University/College(s)

   The upper-age limit will also be relaxed to the extent of services rendered by them in respect of persons who are already working on contract/daily-wages/ad-hoc basis in the University of its Colleges provided they have put in at least one year of service

   (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned college where the applicant has served)

6. The upper age limit for the posts advertised shall be determined as per the last date of submission of applications

7. All candidates should have fulfilled the minimum eligibility (educational qualifications and experience) on the closing date of application submission

8. Application fees should be submitted through online mode only as per the link given in the advertisement

Category	Fee
UNRESERVED/OBC/EWS	Rs.500 for each application
No application fee shall be charged from SC/ST/PwBD candidates	
No application fee shall be charged from Women candidates of all categories as per rules of University of Delhi. Office Memorandum Estab.IV/042/2015/77 dated 23.12.2016	

   Fees one paid shall not be refunded under any circumstances

9. It is the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the advertisement. If the candidate is found to be ineligible as per the prescribed qualification, experience, etc., at any stage in the future - during the process of selection or even after appointment, his/her candidature/appointment shall be liable to be cancelled/terminated as per rules.

10. Candidates belonging to SC/ST/OBC/ EWS and PwBD categories should mention their category specifically in their applications attach certificate of proof issued by the competent authority.

11. Candidates serving Government/Public Sector Undertakings are required to send their applications through proper channel.

12. The number of unreserved/reserved posts advertised may vary and the college reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.

13. Applications which do not meet the eligibility criteria given in this advertisement and/or incomplete applications will be summarily rejected.

14. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application and self-certified copies/testimonials.

15. The number of posts advertised may vary, and the college reserves the right not to fill up some or all of the posts advertised, if the circumstances so warrant.

16. The candidates applying under PwBD category are required to submit the Disability Certificate in the format prescribed by the Government of India, Department of Personnel and Training vide OM No. 36035/3/2004-Estt(Res) dated 29.12.2005. The format is available at the website www.persmin.nic.in. Only such persons would be eligible for reservation in services/posts under VI/LD/HI categories who suffer from not less than 40% of disability.

17. Candidates called for written test/skill test etc. shall do so at their own expense. No TA/DA shall be paid.

18. Any addendum/corrigendum shall be posted only on the college website. It shall be the responsibility of the candidates to monitor the same.

19. A separate application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.

20. All future correspondence regarding the date of written examination/Skill test etc. shall be uploaded on the college website only or/and sent to the email ID provided by the candidates. Candidates should ensure that the email ID provided by them is correct and should check their email (including spam) & college website on a regular basis. The College would not be responsible for any delay in information due to technical reasons.

21. Admit Cards will not be sent by Post. Eligible candidates may download their admit card from the college website.

22. Applications received with incomplete information or without requisite fees shall be rejected.

23. The college shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the college.

24. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the college reserves the right to modify/cancel/withdraw any communication made to the candidate.

25. The eligible and interested applicants are required to apply online. The link is available on the college website https://sgtbkhalsadu.ac.in Candidates may keep a copy of his/ her form for future reference.

26. In order to avoid last minute rush, the candidates are advised to apply early enough. College will not be responsible for any network problem or any other such issue.

27. The Selection will be made on the basis of Scheme of Examination as Prescribed by the University from time to time.